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Engagement & Outreach Senior Manager

JOB CODE	JOB FAMILY	PROFILE
JCM411	**Communications and Public Affairs**	**Engagement & Outreach Senior Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**August 28, 2026**

The Engagement & Outreach Senior Manager manages, develops, and implements community engagement and outreach programs. This includes strategic planning, grant proposals, annual budget coordination, and staff development. This role also supervises staff through hiring, training, coaching, performance assessment, discipline, and termination.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversee the daily operations of the Office of Community Engagement and Outreach.
- Direct administrative and personnel functions of the department.
- Oversee departmental accounting, purchasing, budget control, and other fiscal matters.
- Present and justify the department's budget to the County Manager and County Commission.
- Maintain and prepare program files and reports; oversee the section’s budget and prepare agenda items.
- Develop, implement, evaluate, and support public programs aligned with Bernalillo County’s cultural economic development initiatives and open space goals.
- Plan, recommend, and coordinate work plans for service delivery, including arts initiatives, community partnerships, festivals, and cultural planning.

- Implement organizational goals and objectives; establish policies and procedures for the assigned service area while adhering to work methods and schedules; review program needs with management staff.
- Promote and support the development of a cultural designation for Bernalillo County; collaborate with visitor bureaus and agencies to promote cultural properties, heritage tourism, events, and programs.
- Supervise, plan, and direct program coordinators; provide guidance on contractual services.
- Serve as a liaison for cultural services across all Bernalillo County departments and external agencies. Develop and maintain relationships with the public, government entities, corporate partners, media, and nonprofit organizations. Represent the County at community events, business functions, promotional projects, and sponsored activities.
- Attend and participate in professional group meetings; stay informed on new trends and innovations in cultural programming.
- Oversee the Bernalillo County Quality of Life Community Fund; develop related programs, events, and campaigns; manage donations and expenditures.
- Oversee the planning and execution of special events, outreach, education, and community activities; assign and evaluate projects and programs.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Marketing, Communications, Public Relations, Public Administration, Business Administration, Economics, Planning, or a related field.
- Nine (9) years of related work experience in management, community programs, project management, program analysis, budgeting and/or finance.
- Two (2) years in a managerial role.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.

- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Most essential duties are performed indoors in a climate-controlled environment.
- The primary work surface is an even, dry, carpeted or tiled floor.
- Work is primarily performed independently, with occasional collaboration in groups or designated teams.

EQUIPMENT, TOOLS AND MATERIALS

- Uses telephone, calculator, computer, fax machine, and copy machine to perform job duties.